

SPRINGDALE FIRE DEPARTMENT

CAPTAIN ANNUAL PERFORMANCE EVALUATION

CAPTAIN _____

BATT. CHIEF _____

EVALUATION PERIOD From _____ to _____

Rating Scale: 1 to 5 **1 = Lowest score, 5 = Highest score**

N/A Not Applicable

Employee had no opportunity to perform identified objective

1. Substandard performance: Immediate improvement required

Employee requires immediate remediation to include counseling, training, and a written prescriptive remedy. Documentation must identify the employee's awareness that performance must improve within 6 months or disciplinary action may follow.

2. Marginal performance: Improvement required

Employee requires remediation to include counseling and training to raise performance to satisfactory level. Documentation must include the employee's awareness that a prescriptive remedy may be considered, if performance does not improve within 6 months.

3. Satisfactory performance: Improvement encouraged

Employee performs at satisfactory level (average). Documentation should include the employee's awareness that improvement is encouraged.

4. Exemplary performance: No improvement expected

Employee performs above satisfactory levels (above average) consistently. Documentation must include positive, remarkable traits that are exhibited frequently.

5. Exceptional performance: Improvement is unattainable

Employee performs above and beyond the standard of Exemplary (4). Documentation must specifically include how the employee exceeds a rating of 4.

BEHAVIORAL TRAITS

Effectively promotes team building (works well with others) **Rating Score** _____

Justification for this rating: _____

Decision making performance under pressure (maintains composure) **Rating Score** _____

Justification for this rating: _____

Issues orders/directives effectively (emergency & non-emergency) **Rating Score** _____

Justification for this rating: _____

Adaptability (able to accept change) **Rating Score** _____

Justification for this rating: _____

Organizational skills (schedules and completes assignments) **Rating Score** _____

Justification for this rating: _____

Communication skills (verbal and written) **Rating Score** _____

Justification for this rating: _____

Promotes positive relations with members of the public

Rating Score

Justification for this rating: _____

COMPLIANCE ISSUES

Follows Standard Operating Policies & Procedures

Rating Score

Justification for this rating: _____

Follows Standard EMS Protocols

Rating Score

Justification for this rating: _____

Follows Civil Service Rules & Regulations

Rating Score

Justification for this rating: _____

Follows City Personnel Policy

Rating Score

Justification for this rating: _____

Administers policies and rules fairly and consistently

Rating Score _____

Justification for this rating: _____

KNOWLEDGE & APPLICATION OF JOB RESPONSIBILITIES

Properly identifies and directs resources and/or equipment

Rating Score _____

Justification for this rating: _____

Properly evaluates incidents and initiates appropriate tactics

Rating Score _____

Justification for this rating: _____

Performs and directs operations safely and effectively

Rating Score _____

Justification for this rating: _____

Shows required knowledge of FMA's and hazards

Rating Score _____

Justification for this rating: _____

Promotes development of assigned personnel

Rating Score _____

Justification for this rating: _____

Promotes positive morale to assigned personnel

Rating Score _____

Justification for this rating: _____

Completes required reports accurately in a timely manner

Rating Score _____

Justification for this rating: _____

Knowledge of department computer systems and programs

Rating Score _____

Justification for this rating: _____

Improves knowledge (through training and application)

Rating Score _____

Justification for this rating: _____

LEVEL OF SUPERVISION REQUIRED

Effectively performs duties without direct supervision

Rating Score

Justification for this rating: _____

Solves problems without intervention from superior

Rating Score

Justification for this rating: _____

Identifies needs and submits improvement plans

Rating Score

Justification for this rating: _____

RECOMMENDATIONS FOR IMPROVEMENT

EMPLOYEE'S COMMENTS

Any reservations or objections the employee may have regarding this evaluation must be stated in the area below (additional sheets may be attached, if needed).

Captain Signature _____ Date _____

Battalion Chief Signature _____ Date _____

Division Chief Signature _____ Date _____

Assistant Chief Signature _____ Date _____